

## **YORK COUNTY JOB DESCRIPTION**

### **JOB TITLE: DEPUTY SHERIFF - CIVIL PROCESS/COURT SECURITY CIVIL OPERATIONS/COURT SECURITY/SHERIFF'S OFFICE**

#### **GENERAL STATEMENT OF JOB**

Performs specialized law enforcement work in the care and security of inmates in the holding area of the York County Courthouse. Ensures the security of inmates and Courthouse, and when transporting inmates for court appearances. Serves civil processes in the County of York and the City of Poquoson. Serves as Bailiff in a Court of Law, opening court, maintaining order, and ensuring security of inmates. Work is performed under general supervision of the Sergeant – Civil/Courts Division.

#### **JOB LOCATION/WORKING CONDITIONS**

Employee is subject to the normal hazards associated with law enforcement work. Works wherever needed, both indoors and outdoors; is exposed to a variety of hot and cold temperatures and may be, at times, exposed to hazardous incidents, and other dangerous situations; may be required to walk, run, climb, crawl, bend, pull, push, or lift and balance on less than ideal terrain; is exposed to wide variety of noise levels, which at times can be quite high; training is carried out at both indoor and outdoor training locations.

#### **ESSENTIAL JOB FUNCTIONS**

*Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position. In addition, Deputy Sheriffs may be rotated among the different assignments to include patrol, schools, etc. as organizational needs dictate, and for cross-training purposes, after obtaining mandatory training.*

Secures inmates in the holding area while awaiting trial; fingerprints and photographs sentenced inmates; transports inmates to and from the holding area to the courtrooms; ensures that inmates are searched and the inmates are allowed calls to attorneys; calls bondsman if necessary.

Patrols courthouse; inspects the courthouse on a daily basis; ensures security of facility and maintains order; maintains security at the front entrance of the courthouse by processing visitors through a metal detector, and x-ray machine.

Maintains a variety of logs; files court documents.

Receives and responds to a variety of telephone inquiries.

Monitors visitor log book and supervises visiting hours.

Transports inmates to other facilities and to and from court.

## DEPUTY SHERIFF – CIVIL PROCESS & COURT SECURITY, FY2002 STUDY

Serves as a bailiff in a courtroom setting; opens court; maintains order in the courtroom; maintains custody of prisoner from the jail or the court; ensures paperwork is delivered from the Jail and Sheriff's office.

Supervises clean-up and maintenance of holding area.

Coordinates inmate/attorney conferences.

Fingerprints individuals for weapons permits, and as directed.

Performs criminal record checks.

Serves legal process to citizens of York County and the City of Poquoson.

Conducts evictions as necessary.

Supports patrol units with road calls as needed.

### **ADDITIONAL JOB FUNCTIONS**

Assists with tours of the courthouse.

Assumes responsibility as a Dispatcher, as necessary.

Performs traffic stops as required and answers various calls when needed.

Performs other related work as required.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Some knowledge of the geography and layout of the County.

Some knowledge of civil and criminal statutes on which charges and arrests are based.

Ability to understand and carry out oral and written instructions, and to write clear, comprehensive reports.

Ability to handle sensitive public contacts, and the ability to deal with the public tactfully and courteously, but firmly when necessary.

Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances.

Ability to operate a motor vehicle.

### **EDUCATION AND EXPERIENCE**

Graduation from high school, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENTS**

Must pass the combined corrections academy program through an accredited academy within 1 year of employment. Must possess a valid driver's license issued by the Commonwealth of Virginia. Required to qualify annually on Sheriff's Office Firearms Qualification Course, and must maintain DCJS Combined Corrections Certification.

### **PHYSICAL AND MENTAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including a two-way radio, typewriter, calculator, copier, etc. Must be physically able to operate a motor vehicle and operate a variety of firearms, which involves gripping. Pushing and pulling may be required when making arrests, if there is resistance to arrest. Must be able to carry duty belt, other weapons, and evidence equipment. There is occasional lifting and/or carrying of tires and debris, or of individuals in a rescue effort. The ability to run and scale walls and stairs is necessary when in foot pursuit.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of records and forms. Requires the ability to prepare forms, logs, reports etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral and diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_